



Development Services Division
1055 South Grady Way
Renton, WA 98057
(425) 430-7200
www.rentonwa.gov

SUBMITTAL REQUIREMENTS

PRELOAD / SITE PREP

MULTIFAMILY, INDUSTRIAL, AND COMMERCIAL PRELOAD/SITE PREPARATION ASSOCIATED WITH NEW CONSTRUCTION

THE APPLICANT SHALL SUBMIT AN ELECTRONIC COPY OF THE COMPLETE SET OF PLANS ACCORDING TO [RENTON FILE STANDARDS](#) FOR ANY STRUCTURE OR ADDITION. SUBMITTED PLANS SHOULD BE A BUILDABLE SET OF DOCUMENTS.

DUE TO THE CLOSURE OF CITY HALL TO THE PUBLIC WE ARE CURRENTLY USING A FILE SHARING SERVICE TO ACCEPT APPLICATIONS ELECTRONICALLY. EMAIL PERMITTECH@RENTONWA.GOV WITH THE FOLLOWING INFORMATION:

APPLICATION TYPE

ADDRESS OF PROPOSED WORK

PROJECT NAME

YOU WILL BE PROVIDED WITH A LINK TO A WEBPAGE FOR YOUR APPLICATION MATERIALS

The applicant shall submit plans containing:

1. **CIVIL PLANS:** Prepared by a licensed civil engineer.
 2. **TESCP** (temporary erosion and sedimentation control plan)
 3. **SITE PLAN**
 4. **FLOOR PLANS** (include allowable area calculation)
 5. **Geotechnical report** required and provisions for Special Inspection.
 6. Include one copy of a [Fill Source Statement](#) certified by a professional engineer licensed in the State of Washington on appropriate City form (one copy) if:
 - The property is located in Zone 1 of the Aquifer Protection Area (APA) and the volume of imported fill will exceed 50 cubic yards; or
 - The property is located in Zone 2 of the Aquifer Protection Area (APA) and the volume of imported fill will exceed 100 cubic yards.
- Refer to form entitled "[Fill Source Statement](#)" for more information. Contact the Development Services Division to determine if your project site is located in the APA.
7. An [Environmental Impact Checklist](#) may be required - contact the Development Services Division at (425) 430-7200 for further information. If this process is completed or under way, include City project number _____.
 8. A [Special Inspection Authorization Form](#).

THE PLANS SHALL CLEARLY SHOW THE FOLLOWING: (ALL ITEMS WILL BE CHECKED BEFORE ACCEPTANCE)

CIVIL PLANS

Site grading for preload, proposed and existing contours and elevations of site (to include at least 15' of adjacent properties).

Dimensions of all property lines and abutting streets.

Location of natural drainage systems, wetlands, or other natural features.

SITE PLAN

Scale and north arrow.

Location, identification, and dimensions of all buildings, property lines, streets, alleys, and easements.

The full name of the project.

The name, address, and telephone number of owner and agent(s).

The area, in square feet or acres, of the project site.

The existing zoning of the project site.

The proposed use of the building(s) - if a multi-family dwelling, indicate number of units.

The IBC designation of occupancy group.

The IBC type of construction of proposed building(s).

The area of each building in square feet. **Allowable area calculation.**

**NOTE -- PLANS WILL NOT BE ACCEPTED FOR A PERMIT WITHOUT
THE FOREGOING INFORMATION.**

****** After each department has approved the proposed construction, the required permits will be issued and the builder's copy of the approved plan turned over to the applicant. **THE BUILDER'S COPY MUST BE AVAILABLE TO INSPECTORS AT THE JOB SITE AT ALL TIMES. ANY CHANGES MADE MUST BE APPROVED BY ABOVE PROCEDURES.**

APPLICATION ACCEPTED BY: _____

DATE: _____